North Central Regional Transit District ("NCRTD")

Resolution 2016-04

A RESOLUTION INCORPORATING AND SUPERSEDING RESOLUTION 2009-13 BY DEFINING STANDARDS AND PRACTICES FOR THE IMPLEMENTATION OF NEW SERVICE ROUTES, SERVICE REQUEST PRIORITIZATION, BUS STOP LOCATION SELECTION AND ROUTE SERVICE LEVEL DESIGNATION

WHEREAS, the NCRTD was created through legislative enactment (chapter 65, signed March 21, 2003); and,

WHEREAS, the NCRTD is a sub-division of the State of New Mexico with all the authority and duties of the same (NMSA 1978, § 73-25-4); and,

WHEREAS, the NCRTD Board has the authority to operate regional transit services and new transit service routes within its area of operation pursuant to NMSA 1978, § 73-25-6 (A) (6); and,

WHEREAS, the Board has the authority to make and pass resolutions necessary for the execution of the powers vested in the District (NMSA 1978, §73-25-5(G) (3)); and,

WHEREAS, the NCRTD Board wishes to establish a uniform and fair system for the implementation of new transit service routes within the district; and,

WHEREAS, the NCRTD recognizes that any new transit service routes are constrained by the NCRTD's revenues, budget, staffing, and equipment; and,

WHEREAS, the NCRTD recognizes that in order to be fair to the members of the NCRTD and to best serve the public of the region it is in the best interest of the NCRTD to establish standards and practices for the implementation of new transit service routes; and

WHEREAS, in the event that requested service modifications result in little/no budgetary impact, Staff and Administration should have the discretion to implement said modification quickly and efficiently; and

WHEREAS, any requests for new and/or existing service modifications that result in significant budgetary or operational impact should be reviewed in the context of the NCRTD's 5 Year Service Plan and its Long Range Strategic Plan; and

WHEREAS, the Board understands the importance of having staff make operational decisions consistent with the Board's direction while the Board retains all policy decision-making authority.

NOW, THEREFORE, BE IT RESOLVED by the NCRTD Board that:

DEFINITIONS:
The following terms are defined for the purposes of this resolution.

Bus Stop is a designated location where a person goes to utilize public transit.

Route is defined as public transit service between two termini and is typically operated as fixed and/or deviated/flex.

Service is defined as the regular and continuing provision of public transit in a defined area and may include any transit related services.

Service Request is defined as any formal action taken by a Board member pursuant to NCRTD policy to request additions to, or changes to existing transit services.

Service level is defined as the degree to which a Route utilizes all the Bus Stops in delivering a Service.

Staff shall mean the employees of the NCRTD charged with implementing the policies of the Board.

1. No Service Requests shall be initiated or established by administrative action or public request. All Service Requests shall be made formally by motion of a Board member at a NCRTD Board meeting. Any Board member may request through the Chair that "consideration of new and/or modified route or service" be included on the agenda of a Board meeting. Generally this request should be provided to the Chair in writing from an elected official representing the member, although the Chair may, in his or her discretion, choose to waive the requirement of a written request. The Board member requesting the agenda item shall provide the Chair with sufficient information to define and describe the proposed new Service or

Route(s) so that the item can be fairly presented to the Board. The Staff shall include said item on the agenda at the request of the Chair along with a brief description of the proposed new and/or modified Service or Routes. The NCRTD Board may consider additional and/or modified Service or Routes at any meeting where the item has been duly noticed on the agenda but may not take final action approving new Service or Routes prior to obtaining a Needs Assessment Report as described below.

2. Once the Board has moved and approved consideration of a Service Request the staff shall have the authority to proceed with a "Needs Assessment Report" on the proposed additional and/or modified Route or Service which shall generally be prepared and presented by the Staff at the next meeting of the Board. If the Needs Assessment Report cannot be timely completed prior to the next Board Meeting, Staff may provide a status report on the progress made to date on the Needs Assessment. The Needs Assessment Report shall include an assessment of the Route or Service's operational viability, fiscal feasibility, anticipated ridership and such additional information as may be reasonably necessary for the Board to determine the extent of the need for the requested new and/or modified Route or Service. The Needs Assessment Report shall also include demographic information on the anticipated ridership that are likely to be served by the proposed Route or Service. All Needs Assessment Reports shall be filed and saved for future use to assess changes in demands and to compare relative demands among existing and proposed Routes and Services.

3. If a Needs Assessment Report is prepared, Staff shall use the following criteria:

- Service change requests will be assessed and prioritized based on 1.) immediate safety concerns; 2.) ADA accessibility; 3.) interconnectivity to other modes of transportation; 4.) regional and local community political and civic support; 5.) relative cost compared to other Routes and Services; 6.) absolute cost in the context of the NCRTD's overall budget 7.) the overall demand for the Service or Route and anticipated ridership. All requests, regardless of inclusion in the Five Year Service Plan, will be considered based on the aforementioned seven criteria and priority shall be given to Routes and Services which optimize all seven criteria.
- New Bus Stop locations as well as relocation of existing Bus Stops will be assessed and prioritized based on 1.) the proximity to existing Bus Stops; 2.) ADA accessibility; 3.) interconnectivity to other modes of transportation; 4.) local community support; cost; 5.) Route ridership; and 6.) proximity to areas of economic growth and essential services
- Route Service Level designation will be determined by the percentage of bus stops on the Route that are served by a given trip. In general the staff shall designate a Route "local" if 81-100% of the stops are served; "limited stop" if 50-80% is served; and "express" if less than 50% of designated bus stops on a Route are served on a given trip.

The Staff shall present the Needs Assessment Report and any supporting information including staff recommendations to the Board along with a Fiscal Impact Report showing the estimated cost of the proposed Route or Service including: capital costs for new equipment, signage, and shelters; direct labor costs for drivers and mechanics needed to implement the proposed Route or

Service; and any incremental costs or impacts that may be material to the Board's decision. Staff shall also present prorated figures showing the annual cost per mile of the Route(s) or Service and the annual cost per rider of the Route(s). The Board shall retain full discretion to approve or deny implementation of a requested new and/or modified Route or Service regardless of the Needs Assessment Report and the efficiency of the Route(s) or Services so long as the Board appropriates sufficient amounts in its annual budget to fund the aforementioned Route(s) or Services.

4. After reviewing the Needs Assessment Report, the Fiscal Impact Report and the efficiency of the requested new and/or modified Route or Service, the Board shall consider approving the expenditure of funds necessary to implement the request(s). If funds are budgeted and approved, the Route(s) shall be implemented by the Staff in a manner reasonably calculated to optimize the efficient delivery of transit services to the public. Staff shall have the authority to make modifications and changes to Routes, Service Levels, and Bus Stop locations so long as the Staff is implementing the overall Service outlined in the Service Request and is attempting to optimize the Route or Service during its initial implementation.

5. Within six to nine months following the initial implementation of the Service Request, the value to the regional transit system shall be assessed by the Board. Staff shall provide information regarding ridership, demographics and efficiency of the Route along with comparison data for other comparable Routes within the District and the compatibility of the Route with existing Routes and Services and the probable impacts of the Route on existing Routes and Services to assist the Board in assessing the value of the Route and whether to continue, discontinue or expand the Service.

6. The NCRTD Board shall approve Route(s) and Services based upon the benefit to the region as a whole and the availability of funds.

PASSED, APPROVED AND ADOPTED BY THE NORTH CENTRAL REGIONAL TRANSIT DISTRICT BOARD ON THIS 8th DAY OF January, 2016.

Daniel Barrone, Chairman

Approved as to form:

Peter Dwyer, Legal Counsel